

# PHA Plans

## Streamlined 5-Year/Annual Version

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## Streamlined 5-Year Plan for Fiscal Years 2005 - 2010

## Streamlined Annual Plan for Fiscal Year 2005

**MUNICIPALITY OF CAGUAS – RQ007**

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Municipality of Caguas

**PHA Number:** RQ007

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2005

### PHA Programs Administered:

☐ **Public Housing and Section 8**

Number of public housing units:

Number of S8 units:

☒ **Section 8 Only**

Number of S8 units: *1291*

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2005 - 2010

[24 CFR Part 903.12]

#### **A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

#### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:  
*The PHA will apply for additional rental voucher by a Proposal to the Fair Share Allocation of Incremental Voucher Funding (NOFA) as they become available.*
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:  
*Endorsement with other public funds to housing developments, with the purpose of offering housing opportunities for Homeownership participants. Referral to Local housing projects as it is "La Llave para Tu Hogar" of the Puerto Rico State Housing Authority.*
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☐ Improve public housing management: (PHAS score)
  - ☐ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction:  
*Conduct meetings with tenants and landlords/owner*

- ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
***Maintaining the PHA staff updated with policies and motivational / occupational trainings.***

- ☐ Renovate or modernize public housing units:  
☐ Demolish or dispose of obsolete public housing:  
☐ Provide replacement public housing:  
☐ Provide replacement vouchers:  
☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:  
☒ Conduct outreach efforts to potential voucher landlords  
☒ Increase voucher payment standards  
☐ Implement voucher homeownership program:  
☐ Implement public housing or other homeownership programs:  
☐ Implement public housing site-based waiting lists:  
☐ Convert public housing to vouchers:  
☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
☐ Implement public housing security improvements:  
☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)  
***Endorsement of developments for elderly and persons with disabilities.***  
☒ Other: (list below)  
***Offering briefings regarding self sufficiency and housing.***

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:  
☒ Provide or attract supportive services to improve assistance recipients' employability:  
***By inviting Bankers and other financial institutions to provide briefings***

*and counseling to the participants.*

*The Department of Housing has a unit called "Iniciativas Residentes" which has been developing programs to the section 8 tenants. It works in coordination with the educational and employment services. This unit uses the cooperation of the private and Municipal Agencies.*

- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:  
*By giving written and oral orientation to those who apply, tenants, staff and landlords.*
- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:  
*Offering referrals and briefings regarding housing and job opportunities.*
- The Department of Housing will give weekly orientation to the families that visit our office. It will also give them all the brochures of the different program that the Department has regardless of race, religion, national origin, sex, familiar status and disability.*
- Providing briefings and handouts regarding Fair Housing and Equal Opportunity.*
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

### **Other PHA Goals and Objectives: (list below)**

- 1. Coordinated workshops for the development of micro-management, educational workshops and occupational training to help achieve self sufficiency.*
- 2. Provide financial counseling to help in the acquisition of a proper home, using external resources such as non profit institutions banks, Section 203K, HUD Program and other institution that provide such services.*
- 3. Facilitate the resident's access to the different economic opportunities available.*

***4. Coordinated financial aids with educational institution with the purpose to improve the quality of life of participant and achieve their economic independent.***

***5. Promote an auto-effort in residents to search for a job and keep it.***

***These goals are established in the action plan of the Initiative Residents Units of the Municipality of Caguas. We hope to promote both Job and Educational Exposition according to each participant's needs and available resources.***

## Streamlined Annual PHA Plan

### PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

#### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- ☒ 1. Housing Needs
- ☒ 2. Financial Resources
- ☒ 3. Policies on Eligibility, Selection and Admissions
- ☒ 4. Rent Determination Policies
- ☐ 5. Capital Improvements Needs
- ☐ 6. Demolition and Disposition
- ☒ 7. Homeownership
- ☒ 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- ☒ 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- ☒ 10. Project-Based Voucher Program
- ☒ 11. Supporting Documents Available for Review
- ☐ 12. FY 20\_\_ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- ☐ 13. Capital Fund Program 5-Year Action Plan
- ☒ 14. Other (List below, providing name for each item)
  - *Municipality of Caguas' Housing Department Flowchart*
  - *List of Persons who review the PHA Plans prior to the Public Hearing meeting*
  - *Newspaper Ad announcing the designation of the Resident Advisory Board*
  - *Comments of the Resident Advisory Board or Boards & Explanation of PHA Response*
  - *Newspaper Ads promoting and announcing the Hearing process (published in 2 major newspapers- 1 of them regional)*
  - *List of Persons assisting the Public Hearing*
  - *Upfront Income Verification (UIV) System*

#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE** **Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;** **Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

## **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

*The Municipality of Caguas will operate its Section 8 Housing Choice Voucher Program in accordance with the 24 Code of Federal Regulations. It will provide services in accordance with Federal and Local Laws. This Plan provides details about the agency's immediate operations, participants, program and services for the upcoming years.*

## **1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

### **A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>585</b>		<b>75-100</b>
Extremely low income <=30% AMI	<b>245</b>	<b>42</b>	
Very low income (>30% but <=50% AMI)	<b>228</b>	<b>39</b>	
Low income (>50% but <80% AMI)	<b>112</b>	<b>19</b>	
Families with children	<b>503</b>	<b>86</b>	
Elderly families	<b>52</b>	<b>9</b>	
Families with Disabilities	<b>30</b>	<b>5</b>	
Race/ethnicity	<b>HISPANIC</b>	<b>100</b>	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>



Housing Needs of Families on the PHA's Waiting Lists			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 12</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed?</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>Only to fulfill preferences.</i></p>			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- The PHA will identify housing units based on the size needs of the families.***
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- The PHA will publish notices inviting owners to participate in the program. At least one orientation meeting will be conducted to inform potential landlords of leasing opportunities.***
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with

broader community strategies

***Assist to Consolidated Plan Public Hearing.***

☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government

- ☒ Results of consultation with residents and the Resident Advisory Board  
☐ Results of consultation with advocacy groups  
☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$5,943,531</b>	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant	<b>31,656</b>	<b>Program "Iniciativa a Residentes" (Residents Initiative)</b>
h) HOME	<b>120,000</b>	<b>For Homeownership</b>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$6,095,187</b>	

## **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
☐ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors):  
☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity  
☒ Other (describe below)

*As their request, they are oriented, in general, regarding the tenant's participation in the Municipality, and as to extend permitted by law. They are informed about the rights and the obligations of each part involved in the Section 8 Program.*

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?

(select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*When evidenced that there's a difficulty in finding an affordable housing and efforts were duly made, or due to household unit size. There is a lack of available housing units.*

### **(4) Admissions Preferences**

- a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence  
☒ Substandard housing  
☒ Homelessness  
☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☒ Victims of reprisals or hate crimes  
☒ Other preference(s) (list below)

☒ ***Mothers that are exposed to loose their children due to the lack of a proper housing unit; to prevent custody removal.***

☒ ***Those unable to work because of age or disability.***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences:

- 2      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 2      Substandard housing
- 1      Homelessness
- 2      High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- 1      Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
  - 1 ***Mothers that are exposed to loose their children due to the lack of a proper housing unit; to prevent custody removal.***

***3 Those unable to work because of age or disability.***

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers  
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☒ Other (list below)

*As specified by the NOFA or as specified in HUD regulations for the specific Program.*

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices  
☐ Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☒ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) ***DOES NOT APPLY***

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of



- ☐ the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)

***FMR are lower than the rents in the Municipality of Caguas.***

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☒ Other (list below)

***To compete in the rent housing market of the Municipality of Caguas.***

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

***Whenever the person has evidence that they cannot pay, due to a reasonable and provable, medical or job circumstance. It must be requested in written.***

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

## A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

## 6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

## 7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

*The Municipality had already successfully implemented the Program.*

### (2) Program Description

#### a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? **At least 5 annual cases; not exceeding 25% of the regular vouchers number.**

#### b. PHA established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

***Keep motivating the Section 8 Tenants to become homeowner. Maintain track on changes and updates on policies and regulations.***

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. ☒ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. ☒ Demonstrating that it has other relevant experience (list experience below).

***Previous experience through out the use and management of HOME funds and other Federal and Local Programs.***

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2005.*

*During the past year, the municipality made progress toward accomplishing these objectives. Highlights of achievements are as follows:*

***PHA Goal: Expand the supply of assisted housing:***  
*The municipality's efforts under this goal include:*

- *The Municipality of Caguas kept searching for opportunities to apply for additional rental voucher by a Proposal to the Fair Share Allocation of Incremental Voucher Funding (NOFA) as they become available.*

***HUD Strategic Goal: Increase the availability of decent, safe and affordable housing.***

*The municipality's efforts under this goal include:*

- All tenants were oriented about the mobility and portability options of the voucher program, as needed.
- The Program personnel assisted to seminars and trainings for HQS, Computer Programs, Self-Motivation. These in order for them to enhance their public services. Also they were oriented by Police and Social Services staff on issues regarding the proper management, laws and security involves in cases of violence and drug/alcohol abuse.
- With HUD and OCAM (PR's Office of the Commissioner for Municipal Affairs), the Municipality implemented the One-Stop Center, in which the community and the Section 8 participants are oriented regarding on how to find an affordable housing unit.
- Through out the endorsement of subsidy for the development of housing units for low/moderate income families.
- Referrals were made to special State housing projects as "La llave para tu Hogar".

**HUD Strategic Goal: Improve community quality of life and economic vitality.**

*The municipality's efforts under this goal include:*

- Newspapers ads were posted recruiting landlords for the Section 8 Program.
- Landlords are kept in touch by periodical written communications.
- Monitoring that the housing projects endorsed by the Municipality must comply with laws regarding elderly and persons with disabilities.
- Supportive services are offered to the elderly and families with disabilities through out referrals to service agencies and transportation, including food supply and housekeeping; offered in the Municipal Elderly Housing Project.
- Coordinating services with the Municipality's Office for Services to Families (Oficina de Servicios a la Familia)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.**

*The municipality's efforts under this goal include:*

- All tenants were oriented about job training and placement opportunities in the municipality and referrals were made to designate agencies.
- The Municipality conducted educational and occupational fairs; housing and economical issues were treated by specialized consultants.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

*The municipality's efforts under this goal include:*

- Equal opportunity was offered to all participants including persons with disabilities.
- Equal opportunity handouts and other orientation material were given for participants.
- General public and Section 8 participants were oriented in order to comply with Equal Housing Opportunities and laws.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **a. Substantial Deviation from the 5-Year Plan**

***Adjustments will be made in order to comply with the new changes on the Section 8 Budget area – Fiscal Area and Hardship matters.***

- b. Significant Amendment or Modification to the Annual Plan  
***Significant amends were no necessary. Preferences were review.***

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

- a. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

***See Attachment – Sectin 14: OTHER COMPONENTS – Page 34***

- b. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

#### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: ***In the Municipality of Caguas, the Resident Advisory Board Members are:***

1. Jocelyn A. Figueroa
2. María del Carmen Mojica
3. Lidia E. Conde
4. José Robles
5. Cruz Rivera Alicea
6. Nayda Rivera
7. Mirtelina Delgado

8. Miriam Mojica
9. Celida Ortiz
10. Lucile Vázquez Báez
11. Yamiris I. Rivera Santos
12. Sonia Hernández
13. Elsie Peña
14. Yolanda Osorio
15. Milagros Sánchez
16. Rosa Vicente

Method of Selection:

☒ Appointment

**The term of appointment is (include the date term expires): From  
Frebruary 1 to February 5 2005**

☐ Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe)

***The Section 8 Program's participants were invited thru a newspaper ad to become part of the Participants Advisory Board. Those who agreed were designated as members of the Participants Advisory Board.***

Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☒ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

***The Section 8 Program's participants were invited thru a newspaper ad to become part of the Participants Advisory Board. Those who agreed were designated as members of the Participants Advisory Board.***

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- ☒ Other (explain): **DOES NOT APPLY**

Date of next term expiration of a governing board member: **December 2005**

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

**Governing Board is for Public Housing. In Tenant Based the Official in charged is the Section 8, Federal Affairs or Housing Department Director or Coordinator. In the Municipality of Caguas, Mrs. Clara Cruz is the *Section 8 Program Coordinator*.**

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

**Consolidated Plan jurisdiction: (provide name here)**

***Municipality of Caguas Consolidated Plan***

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☒ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
***Apply for additional Federal Funds.***  
***Make alliances with public and private organizations to provide supportive and educational services to tenants.***

☐ Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

***Share information on Federal Programs, including NOFA's deadlines and other important data related to federal funds.***

**(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

## **10. Project-Based Voucher Program**

a. ☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b. ☐ Yes ☒ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- ☐ Low utilization rate for vouchers due to lack of suitable rental units  
☐ Access to neighborhoods outside of high poverty areas  
☐ Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

***DOES NOT APPLY***

## **11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section ___ ACTUALLY ON REVIEWING PROCESS-WILL BE FINISHED BY APRIL 2005 ___ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
X	Other supporting documents (optional). List individually.	(Specify as needed) - SECTION 8 ADMINISTRATIVE PLAN - HOMEOWNERSHIP PLAN - AFFIRMATIVE FAIR HOUSING PROGRAM AND ACTION PLAN

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

[illegible]

[illegible]

### **13. Capital Fund Program Five-Year Action Plan**

[illegible]

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
<b>Total CFP Estimated Cost</b>			<b>\$</b>			<b>\$</b>

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>Total CFP Estimated Cost</b>		<b>\$</b>			<b>\$</b>



## **14. OTHER COMPONENTS**

### **Municipality Of Caguas – Housing Department's Flowchart**

**(Attached next)**

## **14. OTHER COMPONENTS**

**List of Persons who review the PHA Plans prior to the  
Public Hearing meeting**

**(Attached next)**

## **14. OTHER COMPONENTS**

### **Newspaper Ad Announcing The Designation Of The Resident Advisory Board**

**(Attached next)**

## **14. OTHER COMPONENTS**

### **Comments of the Resident Advisory Board or Boards & Explanation of PHA Response**

#### **BEFORE THE PUBLIC HEARING:**

*In a newspaper ad, published on January 27, 2005, the Section 8 Participants were invited to attend or call the Section 8 Office, from February 1 to February 5, 2005, to become part of the Residents Advisory Board. Those who agreed were brief about the process and revised the Plan draft. In the briefings, the participants ask general questions regarding the Program Politics, and the role of the Participants Advisory Board. Then, on February 15, 2005, they get together to be informed about the next part of the process and to officially sign as the Section 8 Board. (See Attendance List – attached on next page)*

#### **AFTER THE PUBLIC HEARING:**

*The Participants Advisory Board and those that attend to the Public Hearing were given information regarding the PHA's 5 year / Annual Plan 2005 Plan, the Homeownership Option and General Section 8 Policies and Requirements. The Plan was fully discussed and reviewed.*

*The following issues were also discussed during the Public Review process:*

- 1. Housing*
  - Minimum rent*
  - Unit size versus family composition*
  - Need of the development of housing complexes for handicapped people for 1 or 2 persons, in compliance with pertinent laws*
  - Need of the development of housing complexes for elderly people with facilities such as: transportation services (as trolleys), postal office, mini market and pharmacy*
- 2. Activities for the special program: "Unidad de Iniciativa a Residentes" (Unit for Residents Initiative)*
  - Create job opportunity such as volunteer corps to help motivate other persons to be part of the Residents Board*
  - Create an environment that motivate those persons that voluntarily attend every time they are asked to*
  - That the Coordinator of the Initiative will be present in all the activities, so she can be a motivator*

**(Following the attached Attendance List, the PHA includes a promotional flyer of one of the activities that this initiative performed. This flyer was post on the PHA Offices and it was distributed during the PHA Plans Hearing Process)**

- 3. PHA Plan and results*
  - Considered the comments and informed them about the results*
  - Invite the elderly (60 years old or more) to become part of the Section 8 Program (to be oriented regarding their rights)*

## **14. OTHER COMPONENTS**

- *Period of time to search for a housing unit*
- *Complaints/Hearing process (in writing)*
- *Rent payment politics*
- *Create activities with the Section 8 Staff to enforce personal relations*  
**(The PHA perform regular meetings to enhance the overall relationships with the community and the staff)**
- *How can the PHA penalize those that do not comply with housing requirements? (Politics were review with the presents)*

### **4. PHA Plan template**

- *Clarify the questions so they can be easily understood by the Participants (The Plan was fully discussed)*
- *Preferences must not be discriminatory*
- *Preferences must include: Domestic violence victims; and, Persons suffering from emergencies such as: fire, floods and does category explained as involuntary displacements. (Those preferences are included in the Plan)*

### **5. Public politics**

- *Create written material were the following issues must be state:*
  - *Owners / Participants rights and responsibilities*
  - *Requirements to qualify for the subsidy*

**(There are written material that is discussed in the annual briefings and for which they signed as received; where all this information is included. They were exhort to review the documents with more details and to never left the Section 8 Office with any doubt. Politics were review with the presents; including the complaint procedures.)**

### **6. Services available to the residents for self-sufficiency**

- *Promote the programs*
- *Real alternatives not only to comply with the requirements*
- *Clearly explained the processes, including Complaints/Hearings Processes*

*Due to the fact that doubts were clarified, the Participants (Residents) Advisory Board endorsed the PHA Plans. (See the endorsement letter – attached following the Attendance List and the promotional flyer)*

## **14. OTHER COMPONENTS**

Newspaper Ads Promoting And Announcing The Hearing Process  
(Published in 2 major newspapers- 1 of them regional)

**(Attached next)**

## **14. OTHER COMPONENTS**

List Of Persons Assisting The Public Hearing

**(Attached next)**

## **14. OTHER COMPONENTS**

### **Upfront Income Verification (UIV) System**

*The PHA plan proposes minor changes to the **Housing Choice Voucher Program Administrative Plan** establishing a policy to secure and include staff utilization of **Upfront Income Verification (UIV)** information (**TASS – Tenant Assessment SubSystem**) to verify the household income of program participants. This is a key strategy in reducing income and rent errors attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.*



**B. CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD  
FIELD OFFICE**

List of Additional Attachments:

- Form HUD-50077: *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.*
- Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan